

UOCAVA Two-Stop in Power

- 1) Open the voter's record. If the voter wishes to receive their ballot electronically fill in their email address on the Voter Detail screen (black arrow). Click the absentee pushpin on the secondary toolbar.

Voter Detail for Arnold, John Ryan (08 : Burleigh)

Voter ID: 317808 ☐ Secure ☐ Signature ☐ Permanent Absentee

Name
 Title: Last: Arnold First: John Middle: Ryan Suffix:

Address ☒ Standard ☐ Non-Standard
 Street No: 1521 Sfx: Dir Prefix: Street: Imperial Type: Dr Dir Suffix:
 Unit Type: Unit No: City: Bismarck State: ND Zip: 58504 - 7575 Email: john.arnold@endaco.org
 Clear Military: ☐ Precinct Part: 3001.01

- 2) If the voter's application indicates all statewide elections in the year select Fixed Date Range in the Duration field (red arrow), then fill in the fixed date range from the current date to the end of the year (blue arrows). If the voter only requests a single election select Single Election in the Duration field and then select the appropriate election code in the Election Field (yellow arrow).

Save Insert Delete Detail One-Stop Two-Stop Close

Basic Absentee Maintenance: John Ryan Arnold - 317808

Duration Information
 Duration: Fixed Date Range Reason: Overseas Citizen Fixed Date Range: 4/4/2012 to 12/31/2012
 Election: Floating Date Range: to

Address
 Line 1: Line 2: Line 3: Line 4: City: State: Zip: CR: ☐ Military ☐ Foreign

Secondary Address
 Line 1: Line 2: Line 3: Line 4: City: State: Zip: CR: ☐ Military ☐ Foreign

Telephone Numbers
 Voice: Fax:

Delivery Method
☒ Email ☐ Fax

Secondary Address Date Range
 From: Month: Day: Year: To: Month: Day: Year:

Email Address
 Absentee Email Address: john.arnold@endaco.org Voter Party:
 Email on Voter Record: john.arnold@endaco.org

- 3) UOCAVA voters can fall into one of nine categories. Domestic Military, Overseas Military, and Overseas Citizens may choose to receive their ballot via mail, fax, or electronically. In the Reason field select the appropriate UOCAVA status, change from Vote-By-Mail if applicable (green arrow) (see Quicksheet-UOCAVA Definitions under Checklists>Power Profile in VOICES).

- 4) If the voter wishes to receive their ballot via email or fax click the appropriate box in the Delivery Method Field (purple arrow).
- 5) If the voter wishes to receive their ballot via email enter the voters email address in the email address field even though you've already entered it on the Voter Detail screen (black arrow). **NOTE: IF YOU ARE A VOTE BY MAIL COUNTY THIS VOTER MAY ALREADY HAVE A RECORD FOR THE ELECTION FROM WHEN YOU RAN LABELS FOR THE APPLICATIONS. SEE VOTE-BY-MAIL UOCAVA ABSENTEE MAINTENANCE BELOW.**
- 6) Click the Two-Stop button on the secondary toolbar. This will mark the record as having had an application returned and accepted and also that a ballot has been sent to the voter.
- 7) If you want to print labels right away double click the election line that appeared after clicking the two-stop button (black arrow). Then click the "Print Labels button on the secondary toolbar of the Absentee Ballot Maintenance screen.

Basic Absentee Maintenance: John Ryan Arnold - 317808

Duration Information
 Duration: Fixed Date Range Reason: Overseas Citizen Fixed Date Range: 4/4/2012 to 12/31/2012
 Election: Floating Date Range: to

Address
 Line 1:
 Line 2:
 Line 3:
 Line 4:
 City: State: Zip: CR:
☐ Military ☐ Foreign

Secondary Address
 Line 1:
 Line 2:
 Line 3:
 Line 4:
 City: State: Zip: CR:
☐ Military ☐ Foreign

Telephone Numbers
 Voice: Fax:

Delivery Method
☒ Email ☐ Fax

Secondary Address Date Range
 From: Month: Day: Year: To: Month: Day: Year:

Email Address
 Absentee Email Address: john.arnold@ndaco.org
 Email on Voter Record: john.arnold@ndaco.org

Voter Party:

Election and Ballot Information

Election Code	Election Description	Ballot No.	Ballot Style	Ballot Type	Ballot Status
12PND	2012 PRIMARY ELECTION		3001.01	Regular	

Vote-By-Mail UOCAVA Absentee Maintenance

- 1) If your UOCAVA voter is an active voter then their Basic Absentee Maintenance record will likely already have an election on the record. Double click on the elections line (see black arrow in step seven above) to open the Absentee Ballot Maintenance screen.
- 2) This record will already include data for application requested and application sent. You will need to fill in the data for absentee reason (black arrow, same reason as step three above), application returned (blue arrow), status as accepted (green arrow), insert a ballot (red arrow), and select the days date for when the ballot is sent (yellow arrow).

Absentee Ballot Maintenance: John Ryan Arnold - 317808

Election: 12PND Absentee reason: Overseas Citizen
 Notice Sent: Contact method: (None)

Signature: No Signature on File

Application List

App Req	Contact	App Sent	Contact	App Returned	Contact	Status	Reason
4/4/2012 08:39:00	(None)	4/4/2012 08:39:00	(None)	4/30/2012 08:39:00	(None)	Accepted	(None)

Insert Delete

Ballot List

Ballot No.	Style	Type	Date Sent	Date Rec.	Status	Reason	Batch ID	Ballot Print Status	Notes
3001.01	Regular								

Insert Delete

Ballot Information

Date/Time: Sent: 4/30/2012 08:39 Contact Method: (None)
 Returned: (None) (None)

(None) Ballot Status: (None)
 Type: Regular Status Reason: (None)
 Style: 3001.01 Batch ID: User: Number:

- 3) If you want to print labels right away click the "Print Labels" button on the secondary toolbar.